

Schedule 31-3

DEPARTMENT OF AGRICULTURE AGRICULTURE LABORATORIES

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

31-3

AGENCY, BOARD OR COMMISSION

DEPARTMENT OF AGRICULTURE

DIVISION, BUREAU OR OTHER UNIT

Agriculture Laboratories

Supersedes Edition of June 27, 1995

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

DATE

Director

1/21/05

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

DATE

Andrea I. Faling

STATE ARCHIVIST

Jan. 27, 2005

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

DATE

John A. Gale

STATE RECORDS ADMINISTRATOR

2/8/05

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 31-3 - DEPARTMENT OF AGRICULTURE AGRICULTURE LABORATORIES

31-3-1 ANIMAL DISEASE CONTROL LABORATORY (OBSOLETE 2003)

31-3-1-1 BRUCELLA ABORTUS AGGLUTINATION CHECK TEST RESULTS (OBSOLETE 2003)

Report listing each technician's national check test results, and how they scored on each test.
Dispose of after 2 years.

31-3-1-2 REPORT OF TEST-BRUCELLOSIS LAB WORK SHEET (LIVE ANIMALS) (OBSOLETE 2003)

Form used to identify live animal blood samples received and tested. Information includes veterinarian who bled animals, herd owner, tube numbers, code assigned, bleeding and test dates, and test results.

WORKSHEET: Dispose of after 3 years.

NEGATIVE SAMPLES: Dispose of immediately after testing.

POSITIVE SAMPLES: Dispose of after 30 days.

OFFICIAL SAMPLE REPORT: Send to Bureau of Animal Industry upon completion of tests.

31-3-1-3 REQUEST FOR SUPPLIES AND REAGENTS (VS Form 4-9) (OBSOLETE 2003)

Form used to order reagents from NVSL Laboratory. USDA Veterinary Services also keeps a copy on file.

Dispose of after 1 year.

31-3-1-4 SPECIMEN SUBMISSION FORM (VS Form 10-4) (OBSOLETE 2003)

Form submitted with specimens to NVSL Laboratory. Includes herd owner's name, animal identification, and requests for performance of specific tests. Test results are returned and kept on file at the Bureau of Animal Industry and Veterinary Services.

Dispose of after 1 year.

31-3-2 DAIRIES AND FOODS LABORATORY (DAFL)

31-3-2-1 DAFL ANALYTICAL METHOD STANDARD OPERATING PROCEDURES (SOP)

Detailed procedures for conducting a sample analysis.

ARCHIVAL COPY: Retain permanently.

ALL OTHER COPIES: Dispose of after superseded.

31-3-2-2 BIENNIAL SURVEYS OF GRADE A MILK LABORATORIES

Record of biennial inspections of laboratories in Nebraska which are inspected by NDA. Forms used are those specified by FDA at time of survey.

Dispose of after 8 years.

**31-3-2-3 BIENNIAL SURVEYS OF MANUFACTURING MILK LABORATORIES
(formerly Annual Surveys of Manufacturing Milk Laboratories)**

Record of biennial inspections of laboratories in Nebraska, which test milk under the Nebraska Manufacturing Milk Act. Forms used are those specified by the Nebraska Department of Agriculture at the time of the survey.

Dispose of after 4 years.

31-3-2-4 DAFL CHARTS

Includes charts from analytical instruments and other machinery.

Dispose of after 2 years.

31-3-2-5 DAFL EMPLOYEE TRAINING RECORDS

Records' indicating that employee has received training in laboratory safety and analytical testing methods.

Dispose of 3 years after individual ceases employment in laboratory division.

31-3-2-6 DAFL LOG BOOKS

Listing of samples sent to the lab for testing.

Dispose of after 2 years.

**31-3-2-7 DAFL RAW LABORATORY BOOKS (FORMERLY SPECKLED
LABORATORY BOOKS)**

Data books for special assays.

Dispose of after 2 years.

31-3-2-8 FDA TRIENNIAL SURVEY DOCUMENTS

Record of triennial inspections of the Dairy Section. Forms used are those specified by FDA at time of survey.

Dispose of after 6 years.

31-3-2-9 FOOD SAMPLE FILE

Record of food samples submitted to laboratory. Records are arranged numerically by inspector name. Information includes sample number, sample location, reason for collection, and test results.

ORIGINAL RECORD: Enter data into electronic database; dispose of after 2 years.

ELECTRONIC DATA: Backup daily; dispose of after 2 years.

SECURITY BACKUP COPY: Dispose of after superseded.

NON-VIOLATIVE TEST SAMPLE: Dispose of on completion of testing.

VIOLATIVE TEST SAMPLE: Dispose of package/label statement information after case is resolved.

FOODBORNE ILLNESS/COMPLAINT TEST SAMPLE: If not forwarded to other labs for further testing, dispose of after released by Bureau of Dairies and Foods.

31-3-2-10 QUALITY ASSURANCE RECORDS

Record of Quality Assurance tests performed.

Dispose of after 3 years, provided FDA audit has been completed.¹

31-3-2-11 RAW/PASTEURIZED MILK SAMPLE FILE

Record of milk and milk products sample submitted to Laboratory. Records are arranged numerically by inspector name. Information includes: sample number, dealer/route name and address, reason for collection, and test results.

SAMPLE SHEET: Transfer to the Bureau of Dairies and Foods immediately after testing is completed.

NON-VIOLATIVE TEST SAMPLE: Dispose of on completion of testing.

VIOLATIVE DRUG RESIDUE TEST SAMPLE: Dispose of after 3 months.

31-3-2-12 DAFL ROUTINE DATA LABORATORY BOOK

Record of individual results of sample tested.

Dispose of after 3 years, provided FDA audit has been completed.¹

31-3-2-13 SPLIT SAMPLE REPORTS

Reports of samples which are tested by area accredited laboratories, by the State Agriculture Laboratory, and by the FDA, to check the precision of the former two.

Dispose of after 3 years.

31-3-2-14 WATER SAMPLE FILE

Record of water samples submitted to laboratory. Records are arranged numerically by inspector name. Information includes sample number, sample location, reason for collection, and test results.

ORIGINAL RECORD: Transfer to the Bureau of Dairies and Foods immediately upon completion of tests.

LABORATORY COPY: Dispose of after 2 years.

TEST SAMPLE: Entire test sample is consumed during testing

31-3-3 FEED, FERTILIZER AND AGRICULTURAL LIME LABORATORY (FFAL)

31-3-3-1 FFAL ANALYTICAL METHOD STANDARD OPERATING PROCEDURES (SOP)

Detailed procedures for conducting a sample analysis.

ARCHIVAL COPY: Retain permanently.

ALL OTHER COPIES: Dispose of after superseded.

31-3-3-2 FFAL CHARTS

May include printed raw data and charts generated from analytical instruments and other laboratory equipment.

Dispose of after 3 years.

31-3-3-3 FFAL EMPLOYEE TRAINING RECORDS

Forms' indicating that employee has received training in laboratory safety and analytical testing methods.

Dispose of 3 years after individual ceases employment in laboratory division.

31-3-3-4 FFAL PROGRAM QUALITY ASSURANCE PROJECT PLAN (QAPP)

Detailed procedures on how the Department of Agriculture plans, implements and assesses quality assurance effectiveness and quality control operations for the FFAL laboratory.

ARCHIVAL COPY: Retain permanently.

ALL OTHER COPIES: Dispose of after superseded.

31-3-3-5 FFAL RAW DATA LABORATORY BOOKS (FORMERLY SPECKLED LABORATORY BOOKS)

Data books for special assays.

Dispose of after 3 years.

31-3-3-6 INSTRUMENT MAINTENANCE AND REPAIR NOTEBOOKS

Notebooks documenting preventative maintenance and repair of instruments and other laboratory equipment.

Dispose of after instrument or equipment has been surplused or destroyed.

31-3-3-7 INSTRUMENT OPERATION STANDARD OPERATING PROCEDURES (SOP)

Detailed procedures describing the calibration, operation, and use of scientific instrumentation.

ARCHIVAL COPY: Dispose of concurrently with surplused or destroyed equipment.

ALL OTHER COPIES: Dispose of after superseded.

31-3-3-8 INTERNAL PERFORMANCE CHECKLISTS

Semi-annual reports verifying that analysts have properly documented sample testing worksheets.

Dispose of after 3 years.

31-3-3-9 LABORATORY PROFICIENCY TESTING PROGRAM RECORDS (FORMERLY LABORATORY CHECK TEST RECORDS)

Includes records of Association of American Feed Control Official Check Sample Program, Association of American Pesticide Control Official Check Sample Program and Magruder Check Sample Program, all of which are used to establish test tolerances and to check precision.

Dispose of after 3 years.

31-3-3-10 QUARTERLY QUALITY ASSURANCE/QUALITY CONTROL REPORTS

Reports prepared quarterly of quality assurance documentation and in-house quality control sample results.

Dispose of after 3 years.

31-3-3-11 REPORT OF SAMPLE

Report field inspector sends to the State Laboratory with samples of feed, fertilizer, lime, and pesticides. Laboratory analyses are recorded on this report and are recorded formally on Laboratory Analytical Reports; the latter are sent to Bureau of Plant Industry.

REPORT OF SAMPLE: Enter data into electronic database; dispose of after 3 years.

ELECTRONIC DATA: Backup daily; dispose of after 3 years.

SECURITY BACKUP COPY: Dispose of after superseded.

NON-VIOLATIVE TEST SAMPLE: Dispose of at the discretion of the agency head after completion of required analyses.

VIOLATIVE TEST SAMPLE: Dispose of 90 days after submission of report.

31-3-3-12 ROUTINE FFAL LABORATORY DATA WORKBOOKS (FORMERLY FAC LABORATORY BOOK)

Routine FFAL (formerly FAC) laboratory data workbooks.

Dispose of concurrently with Inspector's Report of Sample, Records Retention Schedule Item #31-3-3-11.

31-3-3-13 STANDARD AND REAGENT PREPARATION NOTEBOOKS

Notebooks documenting preparation of chemical standards and other reagents.

Dispose of after 3 years.

31-3-3-14 VIOLATION RECORDS DATABASE

Notebook and electronic database listing violative sample. Violation data form ("Report of Sample item # 31-3-3-11) is entered into the Notebook and into the database.

NOTEBOOK: Dispose of after 3 years.

ELECTRONIC DATA: Backup daily; dispose of after 3 years.

SECURITY BACKUP COPY: Dispose of after superseded.

31-3-4 MISCELLANEOUS LABORATORY RECORDS

31-3-4-1 ANNUAL SOIL LABORATORY REGISTRATIONS

Registration forms for soil laboratories specifically listing what tests they are equipped and qualified to conduct. A fee accompanies the registration form.

Dispose of after 5 years, provided audit has been completed.¹

31-3-4-2 LABORATORY DIVISION, MONTHLY REPORT OF ANALYSIS BY INSPECTOR

Report of number of samples collected by each inspector and of number of violations each has found.

Dispose of after 3 years.

31-3-4-3 NATURAL RESOURCES DISTRICT (NRD) WATER SAMPLES

Water samples, sub-samples, or sample extracts collected and submitted to the Pesticide Residue Laboratory for pesticide residue analysis.

Dispose of after analysis results sent to the Bureau of Plant Industry, Pesticide Program Manager.

31-3-4-4 NATURAL RESOURCES DISTRICT WATER SAMPLE FILES

Record of water samples collected and submitted to the Pesticide Residue Laboratory for pesticide residue analysis. Records include a sample sheet containing sample information, reason for sample collection, test results, and chromatograms from instrument determinations.

ORIGINAL SAMPLE SHEETS: Transferred to Bureau of Plant Industry, Pesticide Program Manager, after analysis has been completed.

CHROMATOGRAMS: Disposed of after 3 years.

31-3-4-5 SOIL LAB INSPECTION REPORTS

Record of inspections by department employees of state soil labs, to check for compliance under Nebraska Soil and Plant Analysis Laboratory Act.

Dispose of after 5 years.

**31-3-4-6 SOIL PROFICIENCY TESTING PROGRAM CHECK SAMPLE RESULTS
(formerly Soil Check Sample Results)**

Record lists results of quarterly check test samples analyzed by participating soil labs, plus statistical summaries.

Dispose of after 5 years.

31-3-5 PESTICIDE RESIDUE LABORATORY

31-3-5-1 ANALYTICAL INSTRUMENT AND EQUIPMENT LOGBOOKS

Bound logbooks which record calibration, maintenance, or repair activities performed on analytical instruments/equipment used in the Pesticide Residue Laboratory.

Dispose of 3 years after instrument/equipment has been surplused or removed from service, whichever is later.

**31-3-5-2 PESTICIDE RESIDUE LABORATORY ANALYTICAL METHOD
STANDARD OPERATING PROCEDURES (SOP)**

Detailed procedures for conducting a sample analysis. One copy of the outdated SOP is retained in the SOP archives.

ARCHIVAL COPY: Retain permanently.

ALL OTHER COPIES: Dispose of after superseded.

31-3-5-3 CHECK SAMPLE PROGRAM RESULTS

Analytical results and associated documents demonstrating an analyst's performance on Environmental Protection Agency (EPA) proficiency samples, American Association of Pesticide Control Officials (AAPCO) formulation samples, or Southern States Check Sample (SSCS) program samples.

Dispose of 3 years after employee ceases employment in Pesticide Residue Laboratory.

31-3-5-4 CHECK SAMPLE PROGRAM SAMPLES

Samples submitted from the EPA check sample program, AAPCO formulation check sample program, and SSCS program.

Dispose of when testing has been completed.

**31-3-5-5 FEDERAL INSECTICIDE, FUNGICIDE, AND RODENTICIDE ACT
(FIFRA) PROGRAM SAMPLES**

Environmental samples, formulation samples, sub-samples, or sample extracts collected and submitted to the Pesticide Residue Laboratory for pesticide residue analysis under the FIFRA program.

Dispose of after case closed with approval of the Bureau of Plant Industry Pesticide Program Manager.

31-3-5-6 FIFRA PROGRAM LABORATORY EVALUATION DOCUMENTS

Records, checklists, or other documents related to the annual internal review of Pesticide Residue Laboratory data generated for the FIFRA program.

Dispose of after 3 years.

31-3-5-7 FIFRA PROGRAM LABORATORY NOTEBOOKS

Sample log-in books and bound laboratory notebooks which record details about sample analysis and reagent preparation related to samples analyzed for the FIFRA program.

Dispose of 3 years after case file closed on last sample entry in notebook.

31-3-5-8 FIFRA PROGRAM METHOD VALIDATION STUDIES

Analytical results and associated documents validating the performance of an analytical method used in the Pesticide Residue Laboratory for sample analysis under the FIFRA program.

Dispose of when analytical method no longer used.

31-3-5-9 FIFRA PROGRAM QUALITY ASSURANCE PROJECT PLAN (QAPP)

A document detailing how the Department of Agriculture will assess the type and quality of data generated for the FIFRA program. One copy of the outdated QAPP is retained in a document archive.

ARCHIVAL COPY: Retain permanently.

ALL OTHER COPIES: Dispose of after superseded.

31-3-5-10 FIFRA PROGRAM QUALITY MANAGEMENT PLAN (QMP)

A document detailing how the Department of Agriculture will plan, implement, and assess quality assurance effectiveness and quality control operations for the FIFRA program. One copy of the outdated QMP is retained in a document archives.

ARCHIVAL COPY: Retain permanently.

ALL OTHER COPIES: Dispose of after superseded.

31-3-5-11 FIFRA PROGRAM SAMPLE FILES

Records generated pertaining to the analysis of pesticide residue samples collected under the FIFRA program. Records may include copies of Pesticide Sample Collection Report, Laboratory Sample Transmittal, Report of Analysis (with laboratory comments), extraction checklist, QC checklist, QC charts, sample calculation spreadsheet, Reviewer Checklist, Supervisor Checklist, and original copies of the chromatograms or other documents generated by instrumentation. (See also item #31-3-5-13).

Dispose of 3 years after case file closed.

31-3-5-12 FIFRA PROGRAM STANDARD OPERATING PROCEDURES (SOP)

Detailed procedures for conducting routine administrative tasks or technical activities for the FIFRA program. One copy of the outdated SOP is retained in the SOP archives.

ARCHIVAL COPY: Retain permanently.

ALL OTHER COPIES: Dispose of after superseded.

31-3-5-13 INSTRUMENT GENERATED DATA FILES

Computer generated data files created during sample analysis on analytical instruments (the electronic form of FIFRA Program Sample Files, item #31-3-5-11)

ELECTRONIC DATA: Dispose of 3 years after case file closed on last sample entry.

31-3-5-14 MILK PROGRAM SAMPLE FILES

Record of milk samples collected and submitted to the Pesticide Residue Laboratory for pesticide residue analysis. Records include a sample sheet containing sample information, reason for sample collection, test results and chromatograms from instrument determinations.

ORIGINAL SAMPLE SHEET: Transfer to Dairies Division after analysis is complete.

CHROMATOGRAMS: Dispose of after 1 year.

31-3-5-15 MILK PROGRAM SAMPLES

Record of milk samples collected and submitted to the Pesticide Residue Laboratory for pesticide residue analysis. Records include a sample sheet containing sample information, reason for sample collection, test results and chromatograms from instrument determination. The chromatogram is printed from the Instrument Generated Data Files.

ORIGINAL SAMPLE SHEET: Transfer to Dairies Division after analysis is complete.

CHROMATOGRAMS: Dispose of after 1 year.

31-3-5-16 PESTICIDE RESIDUE LABORATORY EMPLOYEE TRAINING RECORDS

Records documenting employee training such as Hazard Communication forms, Certificates of Completion, or other records of employee training.

Dispose of 3 years after employee ceases employment in laboratory division.

31-3-5-17 PESTICIDE RESIDUE SAMPLE FILES

Record of food or feed samples collected and submitted to the Pesticide Residue Laboratory for pesticide residue analysis. Records include a sample sheet containing sample information, reason for sample collection, test results, and chromatograms from instrument determinations. The chromatogram is printed from the Instrument Generate Data Files, Records Retention Schedule Item #31-3-5-12.

ORIGINAL SAMPLE SHEET: Transfer to Food Division or Bureau of Plant Industry Pesticide Program Manager after analysis completed.

CHROMATOGRAMS: Dispose of after 1 year.

31-3-5-18 PESTICIDE RESIDUE SAMPLES

Feed or food samples, sub-samples, or sample extracts collected and submitted to the Pesticide Residue Laboratory for pesticide residues analysis.

Dispose of 1 year after Sample Sheet sent to Dairies and Food Divisions or Bureau of Plant Industry Pesticide Program Manager.

31-3-5-19 PESTICIDE RESIDUE LABORATORY NOTEBOOKS

Bound laboratory notebooks which record details about sample analysis and reagent preparation related to samples analyzed in the Pesticide Residue Laboratory.

Dispose of 3 years after case file closed on last sample entry notebook.

31-3-5-20 NATURAL RESOURCES DISTRICT (NRD) WATER SAMPLES

Water samples, sub-samples, or sample extracts collected and submitted to the Pesticide Residue Laboratory for pesticide residue analysis.

Dispose of after analysis results sent to the Bureau of Plant Industry Pesticide Program Manager

31-3-5-21 NRD WATER SAMPLE FILES

Record of water samples collected and submitted to the Pesticide Residue Laboratory for pesticide residue analysis. Records include a sample sheet containing sample information, reason for sample collection, test results, and chromatograms from instrument determinations.

Original sample sheets are transferred to the Bureau of Plant Industry Pesticide Program Manager after analysis has been completed.

Chromatograms: Dispose of after 3 years.

31-3-6 SEED LABORATORY

31-3-6-1 SEED LABORATORY ANALYTICAL METHOD STANDARD OPERATING PROCEDURES (SOP)

Detailed procedures for conducting sample analysis.

ARCHIVAL COPY: Retain permanently.

ALL OTHER COPIES: Dispose of after superseded.

31-3-6-2 APIARY, WILD BIRD FOOD, AND NOXIOUS WEED SEED FILE SAMPLES

Portions of sample material not used in test.

APIARY SAMPLES: Dispose of 1 year after completion of tests.

FAST AFRICANIZED BEE INSPECTION SYSTEM (FABIS) SAMPLES: Dispose of 1 year after completion of tests.

HONEY: Dispose of 1 year after completion of tests.

WILD BIRD FOOD SAMPLES:

NON-VIOLATIVE SAMPLES: Dispose of 7 days after completion of tests.

VIOLATIVE SAMPLES: Dispose of 120 days after completion of tests.

SUBMITTED NOXIOUS WEED SEED SAMPLES: Dispose of 1 year after completion of tests.

31-3-6-3 CHARTS, BALANCE AND INSTRUMENT MAINTENANCE LOG BOOKS (formerly Charts)

Includes charts and logbooks from germinators, instruments, and other machinery.

Dispose of after 3 years.

31-3-6-4 FILE SEED SAMPLES

Portions of sample material not used in seed test.

OFFICIAL: ALL VIOLATIVE SAMPLES: Dispose of 2 years after completion of tests.

SERVICE AND OFFICIAL NON-VIOLATIVE SAMPLES: Dispose 1 year after tests.

ALL SMALL SEED NON-VIOLATIVE CROPS AND GRASSES: Dispose of 1 year after completion of tests.

ALL OTHERS: Dispose of 3 months after completion of tests.

31-3-6-5 KARNAL BUNT AND SEED POTATO FILE SAMPLES

Portions of sample material not used in tests.

WHEAT FOR KARNAL BUNT – NON-VIOLATIVE SAMPLES:

Submitted Bags Samples: Dispose of after the end of the testing season.

50 gram File Samples: Dispose of after 2 years.

POTATOES: Dispose of at the end of testing season.

31-3-6-6 OFFICIAL SEED SAMPLE LOG-IN INDEX

Numerical listing of the Official Tests (Lab Testing Cards), Records Retention Schedule Item #31-3-6-10.

Dispose of concurrently with the Record of Official Test (Lab Testing Card).

31-3-6-7 OFFICIAL VIOLATION REPORT

Report of status of ongoing violation activities.

Dispose of when no longer of reference value.

31-3-6-8 PROFICIENCY (REFEREE) SAMPLES

Samples utilized for Proficiency (Referee) tests, and the reports of that testing.

SAMPLES: Dispose of after 1 year.

REPORTS: Dispose of after 3 years.

31-3-6-9 SEED RAW DATA LABORATORY BOOKS (FORMERLY SPECKLED LABORATORY BOOKS)

Seed Analyst Data books for Purity and Noxious Exams.

Dispose of after 2 years.

31-3-6-10 RECORD OF OFFICIAL TEST (LAB TESTING CARD)

Record of seed sample taken by inspector at seed dealers. Test results are recorded on this card and information is transferred to Report of Official Sample, Records Retention Schedule Item #31-3-6-11.

Dispose of after 3 years.

31-3-6-11 REPORT OF OFFICIAL SAMPLE

Report of test results from Record of Official Test (Lab Testing Card) which is sent to seed labelers and retailers from whom samples were taken.

ELECTRONIC DATA: Backup daily: dispose of after 3 years.

SECURITY BACKUP COPY: Dispose of after superseded.

31-3-6-12 SAMPLE SUBMISSION REPORT OF SERVICE SEED TEST

Record of name and address of person submitting samples of seed and record of type of seed submitted for tests (log in form) plus testing fees.

Dispose of after 3 years, provided audit has been completed.¹

31-3-6-13 SERVICE SEED RECEIPT BOOKS

Copies of receipts issued to clients paying for Service Seed Tests.

Dispose of after 3 years, provided audit has been completed.¹

31-3-6-14 SERVICE SEED SAMPLE LOG-IN INDEX

Alphabetical and numerical list of samples received.

Dispose of concurrently with the Sample Submission Report of Service Seed Test, Records Retention Schedule Item #31-3-6-12.

31-3-6-15 SERVICE SEED TEST CARD

Record of test results from seed tests are entered on this card. The information is transferred to the Service Seed Test Report, Records Retention Schedule Item #31-3-6-16.

Dispose of after 3 years.

31-3-6-16 SERVICE SEED TEST REPORT

Report of service seed test. Copies of seed test reports of which originals are sent to person submitting seed for analysis. Data comes from Service Seed Test Card, Records Retention Schedule Item #31-3-6-15.

ELECTRONIC DATA: Backup daily; dispose of after 3 years.

SECURITY BACKUP COPY: Dispose of after superseded.

31-3-6-17 WORKING SEED SAMPLES

Purity samples of seeds used in germination tests.

Dispose of after 1 year.

DELETED RECORDS

31-3-1-5	REPORT OF TEST-BRUCELLOSIS LAB WORKSHEET (Slaughter Animals)
31-3-1-6	BRUCELLOSIS RING TEST (SUSPECT Form 4-39)
31-3-1-7	PCFIA EQUIPMENT LOGGING INFORMATION
31-3-1-8	EARTAG REPORTS (Reactor, Identification, Vaccination, and Perma-Lok Tags)
31-3-1-9	DAILY LOG OF MAIL RECEIVED (US Form 4-20)
31-3-1-10	SHIPPING TICKETS FROM CORKING CONTRACTEE
31-3-3-1	LOGBOOK OF SAMPLES
31-3-3-4	LABORATORY RECORD OF SAMPLE - UNOFFICIAL
31-3-3-5	PESTICIDE RESIDUE FILE
31-3-5-2	APPLICATION AND WITHDRAWAL PERMIT TO PROCURE SPIRITS FREE OF TAX (Form 1450)
31-3-5-6	LAB DATA BASE (OBSOLETE)
31-3-2-5	RESIDUE SAMPLE FILE (Obsolete 1997)

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete *and all related audit comments have been resolved*. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet